

Vacation Rentals in Coconino County

PERMIT REQUIRED

As of Nov 19, 2015, Vacation Rentals in the unincorporated areas of Coconino County will require a permit to operate. This brochure provides guidance for permitting and operating Vacation Rentals in Coconino County.

WHAT IS A VACATION RENTAL?

The short term rental of any Dwelling or portion of any Dwelling for a period of less than thirty (30) consecutive days to one family* through one contract.

Two or more contracts at a time is considered a Bed and Breakfast or Hotel/Motel.

*** Family shall mean any number of individuals related by blood, marriage, affinity or legal adoption/guardianship, or a group of not more than five (5) unrelated persons living together as a single housekeeping unit in a single Dwelling unit sharing common cooking facilities.**

CAN I HAVE A VACATION RENTAL ON MY PROPERTY?

Yes, obtaining a permit allows you to rent your property as long as it is in a residential zone. Special events such as weddings are prohibited without a Conditional Use Permit. For all requirements, see the Vacation Rental section of the Coconino County Zoning Ordinance.

WHAT IF I LIVE IN FLAGSTAFF, WILLIAMS, FREDONIA, SEDONA, PAGE OR TUSAYAN?

Land use laws are regulated by incorporated cities and towns. Please check with your local jurisdiction for rules that apply.



FACTS & RESOURCES FOR OWNERS

TAXES

- The Coconino County Assessor's Office classifies a Vacation Rental as "Residential Rental" or "Non-Primary Residence." For more property tax information please visit the Coconino County Assessor's Office at www.coconino.az.gov/assessor
- The Arizona Department of Revenue may assess a Sales Tax called a Transaction Privilege Tax. For more information visit www.azdor.gov/Business/TransactionPrivilegeTax.aspx

PUBLIC HEALTH

- A license from the Coconino County Environmental Health Division is required if food will be served to more than 18 people. Please check with Coconino County Health Services District.

FIRE CODE

- Be sure to check with your local district or provider for applicable rules.

PROFESSIONAL ORGANIZATION

- The Coconino County Vacation Rental Owners Association provides owners with guidance on the operation of their rental and advocacy for owners. See www.CCVROA.org for more information.

RESTRICTIONS

- Deed restrictions or CCRs may limit or prohibit vacation rentals on your property. Be sure to check before operating.

COCONINO COUNTY COMMUNITY DEVELOPMENT

2500 North Fort Valley Road Building #1
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www.coconino.az.gov/communitydevelopment



COCONINO COUNTY

VACATION RENTALS



COCONINO COUNTY
COMMUNITY DEVELOPMENT
DEPARTMENT



Vacation Rental Performance Standards

1. Vacation Rentals are only permitted in habitable dwellings per the building code. This means that garages, sheds, tents, travel trailers, recreational vehicles, temporary structures or other structures that do not meet the standards for a dwelling may not be rented.
2. Occupancy is limited to one family* per property with only two (2) people per bedroom plus two (2) additional people up to a maximum of ten (10). Children under the age of three (3) are excluded from calculations.



3. On street parking is prohibited. Two spaces are required plus one additional parking space per bedroom after the first two bedrooms. Parking surfaces must be improved.
4. The exterior of the vacation rental must maintain a residential appearance.
5. Noise and disturbance must be comparable to typical residential uses.
6. Special events and public functions such as concerts, conferences or weddings are prohibited.
7. Access to the property must be maintained and remain clear of obstructions to accommodate emergency vehicles.
8. Signage is limited to a one square foot nameplate.
9. Regardless of the number of dwellings on a property, there may only be one contract for rent at any given time.
10. The ordinance requires that emergency information is posted in a visible location.

A Conditional Use Permit may be granted to waive the above standards. For more information, ask for a Planner at Community Development.

Obtaining a Permit

Permits are valid for five years and are obtained through the Community Development Department.

Follow these steps:

1. ATTEND A PRE-APPLICATION MEETING

The intent of the Pre-App is to assist owners through the application process and may be conducted in person or by phone. Providing the following information can ensure your meeting is productive:

- A floor plan drawn to scale, labeling all rooms, showing egress from bedrooms through doors and windows, and indicating the location of smoke detectors
- A site plan drawn to scale, showing all existing structures on the property, septic tanks and leach fields, improved driveways and parking spaces, easements, legal access and proposed signs
- A proposed Property Management Plan to help educate renters about staying in your neighborhood

NOTE: As part of the Vacation Rental permitting process, the Environmental Quality Division will review your on-site wastewater system to determine if the size of your system is adequately sized for your proposed occupancy.

2. COMPLETE THE PERMIT APPLICATION

Submit with:

- Vacation Rental Permit Fee
- Site Plan, Floor Plan, Property Management Plan and a copy of Emergency Contacts
- A notarized affidavit that affirms the presence of emergency escape and rescue openings from bedrooms and the installation of smoke detectors (available from Community Development)

3. OPERATE



Property Management Plans

Property Management Plans are reviewed and approved by Community Development. They must include quiet hours, a map showing property boundaries and parking spaces, notification that on street parking is prohibited, and Good Neighbor provisions to let renters know about the community's character.

Make sure your address is visible.



Consider the following Good Neighbor provisions:

- The character of neighborhoods vary greatly. Tell renters about standards for using shared facilities and trash removal.
- Emergencies in rural areas are different than in cities. Let renters know where to find phone reception and how to describe their location to dispatchers.
- Water is a precious resource in Coconino County! Provide tips on wise water use. Tips are available at www.flagstaff.az.gov/water.
- Wildfire can be devastating to our communities. Coconino County is often under fire restrictions in summer, ranging from limited activities to full closures of forests. Let your renters know where to find information on restrictions.
- Coconino County is internationally recognized for dark skies. Remind renters to turn off outdoor lights. Visit www.darksky.org.
- ATVs and Off-Road Vehicles can disturb neighbors and impact the environment. They are regulated by the State of Arizona. See www.dmv.org to learn more.
- Pets must be contained on the property or on a leash.
- Many renters are not familiar with the dos and don'ts of on site wastewater systems. Repairs can be costly and affect neighbors. Protect your property. Ensure renters know what they can & can't flush.